

Delaware Department of Education

Delaware Child Care Bonus Application Guide

2023

WELS Systems Foundation

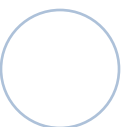


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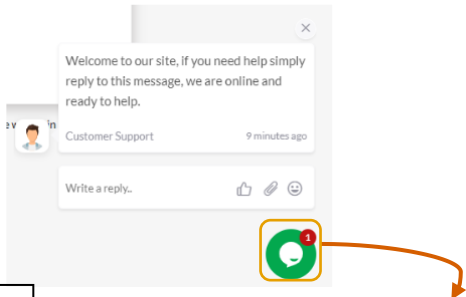
Overview

The Delaware Professional Portal was designed for you to have one place to keep track of your career information and goals, as well as apply for the Delaware Child Care Bonus.

The Delaware Child Care Bonus Program provides financial recognition awards directly to early care and education professionals who have been working with children or providing on-site administrative support in licensed Delaware child care settings. This is a bonus paid directly to an employed person. It is taxable income for 2023.

This bonus is designed to acknowledge individuals who are currently caring for young children and have also done so during the pandemic. Delaware is funding this program through the American Rescue Plan Act (ARPA).

The work you do is hard, important, and it matters. We want to acknowledge your patience, kindness, and dedication to young children and their families.



The diagram illustrates the chat interface flow. It starts with a desktop view of a chat window titled 'Customer Support' with a message: 'Welcome to our site, if you need help simply reply to this message, we are online and ready to help.' Below the message is a 'Write a reply.' input field. An orange arrow points from a green chat icon with a red notification bubble (containing the number 1) to a mobile app interface. The mobile app interface has a green header with the text: 'We are live and ready to chat with you now. Say something to start a live chat.' Below the header is a green message bubble with the text: 'Welcome to our site, if you need help simply reply to this message, we are online and ready to help.' At the bottom of the mobile app interface is a 'Write a reply.' input field and a green circular button with a white 'X' icon.

Need Help?

Do not hesitate to contact us!

Use the **chat** in the Professional Portal at the bottom left corner of your screen.

Send us a message via **email** at:
(Support@WelsFoundation.org)

Call us at:
(302) 549-4212

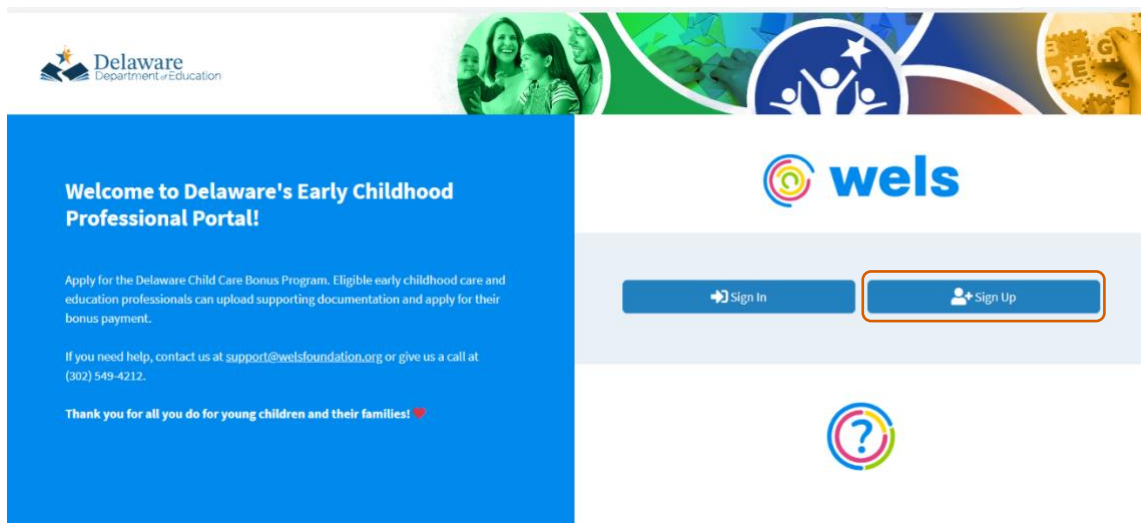
Monday - Friday, 7am to 7pm

Sign Up

If this is your first time applying, you will need to create a Professional Portal profile. To do so, open a browser window, such as Google or Internet Explorer, and type

<https://www.portal.delawareeece.com> to get to the homepage of the Professional Portal.

Click **Sign Up** to create your personal account.



Fill in basic information about yourself, including:

- Email Address (This will also be your Username)
- Password
- First and Last Name
- Date of Birth*

When you are done, click **Sign Up**.

After you have signed up, you will receive an email confirming that your Professional Portal profile has been created. This message will include your username, which is the email address you provided, and also the contact information for Help Desk support.

*This information is required for verification purposes.

The screenshot shows the "wels Sign Up" form. It includes fields for email address (aersnowden@gmail.com), password, first and last name (Emly, Snowden), date of birth (11/11/1990), and phone number (800) 555-5555. Each field has a green checkmark indicating it is valid. A blue "Sign Up" button and a grey "Home" button are at the bottom. Below the buttons, it says "OR" and "Already Registered? Sign In". The footer contains "1.0.0002 © Copyright 2021 WELS Systems Foundation" and "Made with ❤️ in Miami by WELS".

Sign In

Access the Log In page by typing <https://www.portal.delawareece.com> in your browser and selecting **Sign In**.

You have successfully registered, please log in.

[Sign In](#) [Home](#) [Sign Up](#)

OR

[Forgot your Password? Reset Password](#)

Once you have created your Professional Portal profile, enter your username and password and click **Sign In**. You will also select **Sign In** if you created a profile for the last Child Care Bonus.

Forgot Your Password?

From the Log In page, click the **Reset Password** link. Enter the email address you used to sign up and click **Send**. You will receive an email with a link to reset your password.

Forgot your Password? [Reset Password](#)

[Send](#) [Home](#)

Clicking this link will take you back to the Professional Portal where you will be prompted to create a new password. Make sure your new password has each of the following:

- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 symbol
- At least 6 characters

When you are finished, click **Update** and use your new password to Sign In.

Two-Factor Authentication

We want to keep your account safe by making sure only *you* can sign in to your account. That is why you will be asked to go through two-factor authentication when logging into the WELS Portal from a new device or browser.

Two-Factor authentication ensures it is you signing into your account by asking you to use two different methods of signing in. The first of these methods is through your username and password and is done from the Log In page.

The screenshot shows the WELS Log In page. At the top, the WELS logo and 'Log In' text are visible. Below this is a login form with two input fields: one for the email address (containing 'esnoorden@welsfoundation.org') and one for the password (masked with dots). To the right of the password field is a green checkmark icon. Below the input fields are three buttons: 'Sign In' (blue), 'Home' (grey), and 'Sign Up' (grey). Below these buttons are links for 'Forgot your Password?' and 'Reset Password'. A yellow arrow points from the 'Sign In' button to the next screen. The second screen is titled 'Two Step Authentication is required for your account.' and states 'Your code was sent to: XXX-XXX-5555'. It features a 'Verification Code' input field with a key icon and the text 'Enter Verification Code'. To the right of this field is a 'Remember Browser' section with a 'No' button. Below the verification code field are links for 'Didn't receive verification code? Resend Code' and 'Not your phone Number? Contact Support'. At the bottom of the second screen is a large blue 'Sign In' button with a key icon.

Once you have clicked **Sign In**, this will bring you to a screen where you will confirm it is you signing in by entering the six-digit code that was sent via text message to the phone number you provided when you created your profile.

When you receive your code, enter it in the *Verification Code* box.

Select **Yes** under *Remember Browser* to save this information and bypass two-factor authentication when logging in from the browser you used to sign in when you went through the above process.

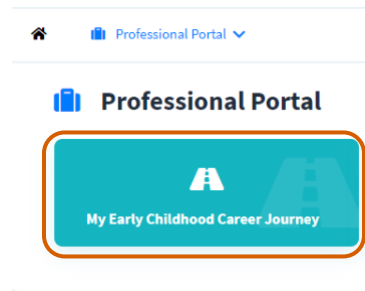
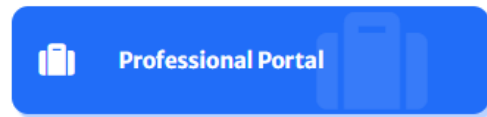
Click **Sign In** to access your Professional Portal profile.

If you are not able to access your phone, contact support by sending an email to delawareece@welsfoundation.org or call (302) 549-4212.

Professional Portal Dashboard

Once you log in, click on **Professional Portal**.

The Professional Portal has your personalized early childhood profile.

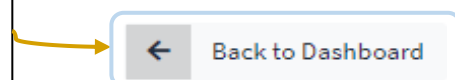
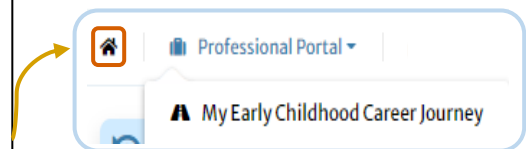


When you first enter the **Professional Portal**, you will see the tabs you have access to on your Dashboard. In this first phase of the Professional Portal, you will see **My Early Childhood Career Journey**.

*Can I get back to the **Dashboard** once I am working in other places in the Professional Portal?*

Absolutely! Return to your Dashboard by either:

1. Clicking on the **Home Button** in the top left corner to return to the Dashboard page.
2. Clicking **Back to Dashboard** in the top right



My Early Childhood Career Journey

(1) My Information

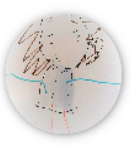
My Information is where you enter, store, and update your personal information. This includes demographics, spoken languages, and contact information.

You will be required to enter:

- Spoken Languages
- Primary Language
- First and Last Name
- Date of Birth
- Primary Email
- Pronouns
- Gender Identity
- Ethnicity
- Race
- Primary Phone Number
- Address

Once you have entered your information, click **Next** to save and move on to the next page.

When a field is followed by a * the field is required.



Objective
Long-term goals to work as a Administrator in Delaware with a focus on implementing social-emotional learning opportunities

Profile Description
Dedicated early childhood educator with experience in large family childcare and preschool.

My Spoken Languages *
English Spanish

Primary Language *
English

First Name *
Emily

Middle
Mary

Last Name *
Snowden

Previous Last Name
Sapp

Date of Birth *
05/31/1990

Primary Email *
aesnowden@gmail.com

Secondary Email
Enter Secondary Email

Pronouns *
She/Her/Hers

Gender Identity *
Female

Ethnicity *
Not Hispanic or Latino

Race *
White

Primary Phone *
8505450320

Street Address *
401 Federal St Ste 2

City *
Dover

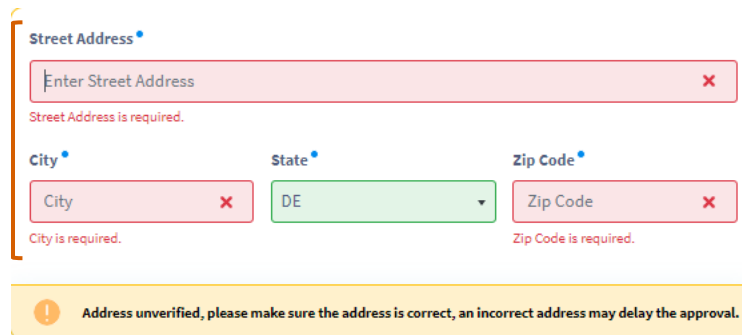
State *
DE

Zip Code *
19901

Next →

Validate Your Address

Enter your **Street Address**, **City**, **State**, and **Zip Code**.



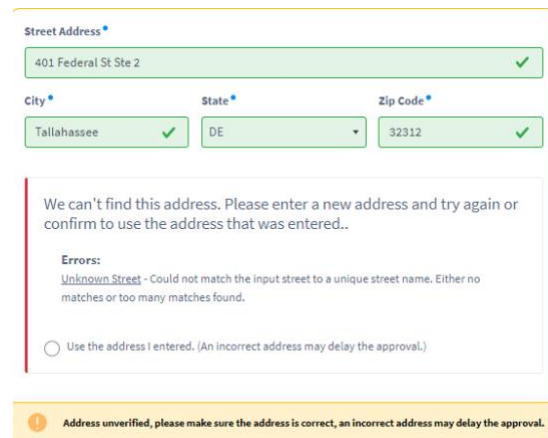
The form shows three input fields: 'Street Address' with a placeholder 'Enter Street Address', 'City' with a placeholder 'City', and 'Zip Code' with a placeholder 'Zip Code'. The 'Street Address' and 'Zip Code' fields have red borders and red 'X' icons, indicating they are required. The 'City' field has a green border and a dropdown arrow, indicating it is a required dropdown. Below the fields, a yellow banner with an exclamation mark icon contains the text: 'Address unverified, please make sure the address is correct, an incorrect address may delay the approval.'

If there are any issues validating your address, you will receive a message informing you of the problem. Within this message, you will have the option to:

- Update your **Street Address**, **City**, **State**, and **Zip Code**

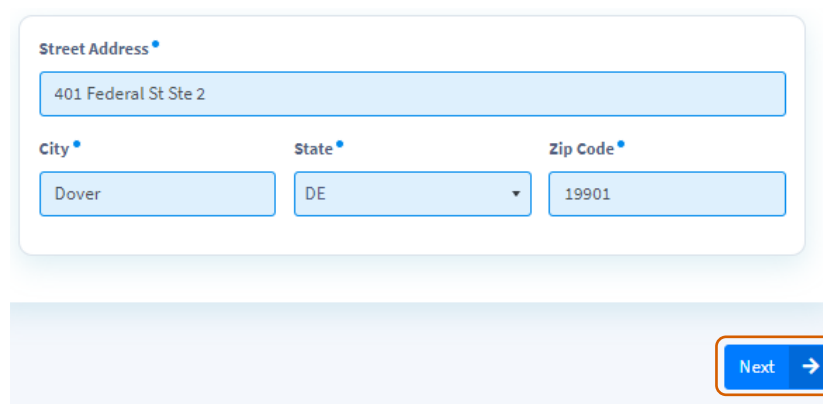
or

- Use the address as entered (*NOTE: this may delay approval*).



The form shows three input fields: 'Street Address' with the value '401 Federal St Ste 2', 'City' with the value 'Tallahassee', and 'Zip Code' with the value '32312'. All fields have green borders and green checkmark icons, indicating they are valid. Below the fields, a white box with a red border contains the text: 'We can't find this address. Please enter a new address and try again or confirm to use the address that was entered..'. Below this text, there is a section titled 'Errors:' with the text: 'Unknown Street - Could not match the input street to a unique street name. Either no matches or too many matches found.' Below the errors, there is a radio button and the text: 'Use the address I entered. (An incorrect address may delay the approval.)'. Below the form, a yellow banner with an exclamation mark icon contains the text: 'Address unverified, please make sure the address is correct, an incorrect address may delay the approval.'

When your address is validated, click **Next** to save and move on.



The form shows three input fields: 'Street Address' with the value '401 Federal St Ste 2', 'City' with the value 'Dover', and 'State' with the value 'DE'. The 'Zip Code' field is empty. All fields have blue borders. Below the fields, a blue button with the text 'Next' and a right arrow icon is visible.

(2) My Place of Employment



Add the licensed child care facility or facilities where you are currently employed or have worked at least 90 days within the last 6 months in **My Employment**. Add your position(s), as they are defined by the Office of Child Care Licensing (OCCL), from the drop-down menu.

To verify your employment, you will need to upload either:


- Your last two (2) recent pay stubs
or
- Your last two (2) time cards signed by your employer
or
- NOTE - If you are currently the owner or employee of a license family child care home or large family child care home and you do not have pay stubs or time cards, you can use other documents to show that you have been open and directly serving children.





You can upload:

- o Purchase of Care (POC) documentation *or*
- o CACFP payment confirmation, *or*
- o A copy of your Child Care License issued by OCCL.


 The position you see is based on the site you select in **My Employment**. Click the  next to the site to view a different position.



My Employment


 Add Employment


EMPLOYED SITE	LICENSE NUMBER	STATUS	FILE(S)	
 WELS TEST SITE	A12345	Yes (Current)	View Documents	  

My Positions

 Add Position

POSITION	AGE GROUP	EFFECTIVE DATE	END DATE	ACTIONS
Early Childhood Teacher	Young preschool child (3 year old)	09/16/2020		 

 Previous

Next 

Add Employment and Position

To enter your employment in the **My Employment** section, click the *Add Employment* button.

My Employment

+ Add Employment

EMPLOYED SITE LICENSE NUMBER STATUS FILE(S)

PORTAL Add Employment

When a field is followed by a * the field is required.

Employment Position

Employed Site*

WELS TEST CENTER SITE

WELS TEST HOME SITE

Next Close

PORTAL Add Employment

When a field is followed by a * the field is required.

When a Field is followed by a * the Field is Required.

Employment Position

Employed Site*

WELS TEST CENTER SITE

Employment Date* Termination Date*

05/03/2021 Enter Termination Date

Next Close

PORTAL Add Position

When a field is followed by a * the field is required.

Employment Date Termination Date

05/25/2022

Position(s)* Age Group (select all that apply)* Hours Worked per Week*

Early Childhood Teacher Young toddler (12 through 23 months) More than 40

Older toddler (24 through 35 months)

Salary Range

\$30,001 - \$40,000

Position Start Date* Position End Date

05/25/2022 Enter Position End Date

Add Close

Type your licensed child care facility's name into the search bar or choose from the available list and click **Next**.

Once you have selected the correct facility, enter your start date in **Employment Date**. If you are no longer employed at that facility, enter your end date in **Termination Date**.

Click **Next** when complete.

This will bring up the screen where you will enter information about your Position at that licensed facility.

From the lists provided, choose your **Position** (as defined by the Office of Child Care Licensing), **Age Group** (you may select more than one), **Average Hours Worked per Week**, **Salary Range**, and the date you started your Position in **Position Start Date**. If you have a scheduled date to end your employment at this site, you can enter it in **Termination Date**, but this section is not required.

Review for accuracy and then click **Add** when you are done.

The licensed facility and your position information will now appear in the **My Employment** and **My Position(s)** sections.

If you are or were employed at multiple facilities within the last 6 months, you need to add the employment and position for each facility.

The position you see is based on the site you select in **My Employment**. Click the next to the site to view a different position.

EMPLOYED SITE	LICENSE NUMBER	STATUS	FILE(S)
WELS TEST SITE	A12345	Yes (Current)	View Documents

My Positions

POSITION	AGE GROUP	EFFECTIVE DATE	END DATE	ACTIONS
Early Childhood Teacher	Young preschool child (3 year old)	08/10/2020		

The position you see is based on the site you select in **My Employment**. If you have added multiple **Employed Sites** and want to view a different Position, select the **Employed Site** where you work in that Position under the **My Employment** section and it will show any Positions you added there in the **My Positions** section.

Add a File to My Employment

Upload the supporting documents you need to verify your employment at a facility by clicking **Add File** under **Actions**.

Click *Browse* to find and select your file from your device. Name the document (if you would like) under **Description**. Click **Upload** to save.

PORTAL **Upload Document**

Upload Find

Document

Feb Pay Stub.pdf

Document Name

Feb 17 pay stub

Upload Close

View your file by clicking **View** **Document**. Files can also be removed by clicking **Remove**.

My Employment

EMPLOYED SITE	LICENSE NUMBER	STATUS	FILE(S)
WELS TEST SITE	A12345	Yes (Current)	View Documents

FILE

FILE	SHARE WITH EMPLOYER	ACTIONS
Feb	×	Remove
March 1	×	Remove

Close

Update or Remove Employment or Position

To **Update** information in *My Employment* or *My Position(s)*, click the **Update** button next to the facility or position you want to change.

This will bring up a box where you can update the information. When you are done, click the **Update** button to save any changes.

PORTAL Update Position

1 When a field is followed by a * the field is required.

Employment Date: 05/03/2021 Termination Date:

Position* Early Childhood Assistant Tea... Age Group: Selected 2 of 6 Average Work Hours/ Week*: 0-20

Position Start Date* 05/03/2021 Position End Date: Enter Position End Date

Update Close

My Employment + Add Employment

EMPLOYED SITE	LICENSE NUMBER	STATUS	FILE(S)
WELS TEST CENTER SITE	A12345	Yes (Current)	View Document

My Positions + Add Position

POSITION	AGE GROUP	EFFECTIVE DATE	END DATE
Early Childhood Teacher	Older toddler (24 through 35 months)	08/4/2018	

Previous Finish

To **Remove** a place of employment or position, click the **Remove** button next to the facility or position you want to change. This will bring up a box asking you to confirm the deletion.

After you edit or remove an employment or position, you will receive a notification at the top of your screen confirming that the item was updated or removed.

WELS TEST SITE

Are you sure you would like to remove this Employment?

Remove Cancel

(3) My Benefit Information

Enter information about the benefits you receive in **My Benefit Information**. This includes **Health Benefits**, **Retirement**, and any **Other Benefits**.

Answer each question about the benefits you receive by selecting **Yes** or **No** from the drop-down menu.

Health Benefits

Do you receive health insurance through your employer for you or a family member?

No

Do you pay the full cost for your own health insurance for you or a family member?

No

Do you receive subsidized health insurance from the State or federal government for you or a family member?

Select Option

Yes

No

Retirement

Do you contribute to a retirement plan through your employer?

Do you contribute to a retirement plan on your own?

Other Benefits

Do you receive free or reduced cost child care as a benefit through your employer?

Select Option

Do you receive paid time off (PTO), such as vacation or sick time, through your employer?

Select Option

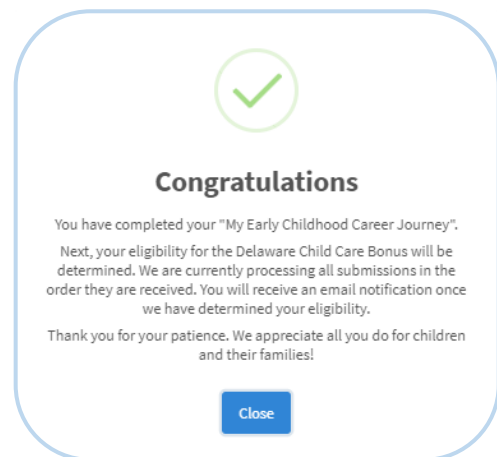
← Previous

Finish ✓

Complete your Profile

Click **Finish** to complete your *My Early Childhood Career Journey*.

You will receive a message confirming you completed this section that will also let you know what to expect in the next part of the process.



Receiving the link to your Application

After you enter your information in your *My Early Childhood Career Journey Profile* and click **Finish**, the information you submitted will be reviewed to determine if you:

- Work directly with children in a licensed family child care home, large family child care home, early care and education or school-age center in Delaware listed on the Office of Child Care Licensing (OCCL) site at

https://education.delaware.gov/families/occl/child_care_search/

OR

- Provide any level of on-site administrative support in an early care and education or school-age center in Delaware listed on the OCCL website at

https://education.delaware.gov/families/occl/child_care_search/

AND

- Are currently employed for at least 20 hours per week;
- Have been working at least 90 days in one or more of the above listed licensed programs at the time of application within the last 6 months; and
- Are at least 18 years of age or older.

If you are eligible for the Bonus, an email will be sent to the primary email address you provided in your *My Early Childhood Career Journey* with an invitation to the *My Delaware Child Care Bonus Application*.

***All submissions are processed in the order they are received.**

My Delaware Child Care Bonus Application

If you received the Delaware Child Care Bonus in 2022, your information will already be populated in the application. Update the online Delaware Child Care Bonus application and provide any additional or different documentation to show you meet the criteria

- This includes your last two (2) pay stubs or time cards signed by your employer.

Once your information is verified and approved, you will receive \$700 via direct deposit or mailed check (your choice). Only one award will be paid to any individual.

If you did not receive the Delaware Child Care Bonus in 2022, complete the online Delaware Child Care Bonus application and provide the necessary documentation to show you meet the criteria.

- This includes a valid form of identification, your last two (2) pay stubs or time cards signed by your employer, a signed and completed W-9 form, and, if choosing Direct Deposit, a voided check or Direct Deposit Authorization form.

Once your information is verified and approved, you will receive \$700 via Direct Deposit or mailed check (your choice).

During any future audit, if records are not available and or your information is found to be inaccurate, you may be required to make full reimbursement for the amount of your bonus.

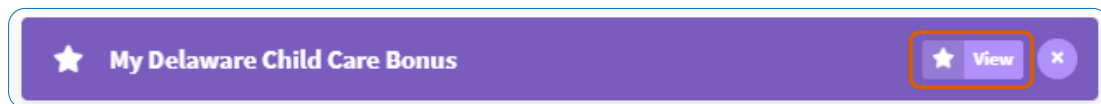
The application will be open from March 1-April 30, 2023.

How to Access to Your Delaware Child Care Bonus Application

If you are eligible for the bonus, an email will be sent to the primary email address you provided in your *My Early Childhood Career Journey* inviting you to apply for the bonus.

Click the link in that email message to get to your application or get to the application by signing in to your Professional Portal profile and clicking the *My Delaware Child Care Bonus* tab that is now available on your Dashboard.

You are also able to access the application from your Career Journey. Just click **View** on the *My Delaware Child Care Bonus* bar that is now at the top of the screen.



The application starts by giving you some background information about the Delaware Child Care Bonus for review before continuing.

As you move throughout the application, the information that you entered into your *My Early Childhood Career Journey* will be auto-filled in *My Delaware Child Care Bonus* for your convenience. Double-check it for accuracy as you move through the application. If any of your information is not accurate or current, update it in your *My Delaware Child Care Bonus* application. When you save your information in the *Delaware Child Care Bonus* application, the *My Early Childhood Career Journey* page will automatically update as well.

Click **Next** to get started and move through the application pages.

Once you have started the application, you have 10 business days to complete the application, which includes your upload of all the required documentation. If your application is still incomplete after 10 business days, your application will be closed. You will need to re-open your application to reapply. All applications will be processed in the order that they are received. All applications completed by April 30, 2023 will be processed to ensure all eligible early care and education professionals receive the Child Care Bonus. Failure to submit an application before April 30, 2023, means that you will not receive a Child Care Bonus.

(1) My Identification

Check the **My Identification** section to make sure that the personal information you provided (name, date of birth, address) in your *My Early Childhood Career Journey* is correct.

If you received the bonus in 2022, confirm that the state-issued photo ID previously submitted is still valid and shows the same address you entered in your Career Journey.

The screenshot shows a web form with two main sections. The top section, titled 'My Information', contains several input fields: 'First Name' (Emily), 'Last Name' (Snowden), 'Birth Date' (XX/XX/1992), 'Street Address' (401 Federal St #2), 'City' (Wilmington), 'County' (Delaware), 'State' (New Castle), and 'Zip Code' (19901). The bottom section, titled 'Identification Upload', features a '+ Add Document' button and a table with the header 'DOCUMENT'. The table is currently empty, with a message at the bottom stating 'There are no Document records.'

If you are applying for the bonus for the first time, you will need to upload one copy of your identification that includes your date of birth.

Acceptable forms of ID are state-issued IDs with your address such as:

- a Driver's License,
- State-issued Identification Card,
- Passport, or
- Military Identification Card.

Add Identification in My Identification

To add a file, click **Add Document** and upload a copy of your chosen form of identification (Driver's License, State-issued Identification Card, Passport, or Military Identification Card).

The document you upload must match the information you provided including name, date of birth, and address. If the information does not match, it cannot be verified so you will not receive your bonus.

The image shows two side-by-side screenshots from a web application. The left screenshot, titled 'Identification Upload', features a blue '+ Add Document' button in the top right corner, which is highlighted with an orange box. Below this is a table with the header 'DOCUMENT' and a single row containing the text 'There are no Document records.' The right screenshot, titled 'PORTAL Create Document', shows a form with a 'CREATE' button at the top. Below the button, there is a 'Document' field with 'ID.jpg' entered and a 'Browse' button, and a 'Document Name' field with 'Driver's License' entered. At the bottom of the form, there is a 'Share With Employer' section with a 'No' button. A blue 'Create' button with a checkmark icon is highlighted with an orange box at the bottom right of the form.

Choose a file from your computer, name your document in *Description*, and click **Create**.

Remove Identification in My Identification

Remove an item from **Identification Upload** by clicking the **Remove** button next to the document and delete. A box will pop up asking you to confirm the deletion.

The image shows a screenshot of the 'Identification Upload' interface. At the top right is a blue '+ Add Document' button. Below it is a table with the header 'DOCUMENT'. The table contains one row with a download icon and the text 'Driver's License'. A trash can icon is highlighted with an orange box next to this row. A yellow arrow points from this icon to a confirmation dialog box that has appeared. The dialog box has a large orange exclamation mark icon at the top, followed by the title 'Driver's License' and the question 'Are you sure you would like to remove this Document?'. At the bottom of the dialog are two buttons: 'Remove' (blue) and 'Cancel' (gray).

(2) My Employment

My Employment shows auto-filled information from your Career Journey profile about the licensed facility or facilities where you are currently employed or have worked at least 90 days within the last 6 months and your position(s).

Double-check the information under **My Employment** and **My Positions** that auto-filled from your Career Journey profile to make sure the information is current and able to be verified. Your employment documents (i.e., pay stubs, signed time cards, etc.) are also transferred from your Career Journey.

*If any of your information is not accurate, update it in your *My Delaware Child Care Bonus* application. By saving your information in *My Delaware Child Care Bonus Application*, the *My Early Childhood Career Journey* page will automatically update.

My Employment

[+ Add Employment](#)

	EMPLOYED SITE	LICENSE NUMBER	STATUS	FILE(S)	
<input checked="" type="radio"/>	WELS TEST CENTER SITE	A12345	Yes (Current)	View Documents	Edit Download Delete
<input type="radio"/>	WELS TEST HOME SITE	WELS7867350200	Yes (Current)	View Documents	Edit Download Delete

My Positions

[+ Add Position](#)

POSITION	AGE GROUP	EFFECTIVE DATE	END DATE	
Early Childhood Teacher	Young preschool child (36 through 47 months), Older preschool (48-60 mos & not in Kindergarten)	05/1/2022		Edit Delete

(3) My Preferred Payment Type

We want you to get your bonus! So, let us know how you want to receive the money by selecting your preferred method into **My Preferred Payment Type**.

If you are applying to the bonus for the first time, indicate which payment type you prefer. Choose either:

- Direct Deposit (ACH Payment) (estimated to take between 10-30 business days once issued)

OR

- Mailed Check (may take more than 30 business days).

**We strive to be inclusive with the payment methods we accept. If you use a financial technology service (such as Chime), we are also able to accept that information as well. Please just select “Direct Deposit” and provide the routing number and account number to use this payment method.*

If you chose Direct Deposit, enter your bank name, account type, routing number, and account number. Then, upload either:

- a) Voided Check (A voided check is a blank check from your account that has the word “VOID” written across the face of the check)

OR

- b) A Direct Deposit Authorization form (A Direct Deposit Authorization form can be requested from your bank).

Add a file in My Preferred Payment Type

You will need to upload a voided check (A voided check is a blank check from your account that has the word “VOID” written across the face of the check) or Direct Deposit Authorization form (A Direct Deposit Authorization form can be requested from your bank) for your information to be verified.

To upload a voided check or Direct Deposit Authorization form, click **Add Document** and upload the file. Choose the file from your device. Name your document in *Description* and then click **Create** to upload.

The screenshot shows the 'Document Upload' section of a web portal. At the top, there is a blue button labeled '+ Add Document'. Below it is a table with the header 'DOCUMENT' and a message 'There are no Document records.' To the right, a yellow arrow points from the '+ Add Document' button to the 'PORTAL Create Document' form. The form has two tabs: 'BROWSE COMPUTER' (active) and 'SEARCH MY PORTFOLIO'. It contains two input fields: 'Document*' with the value 'DriversLicenseCopy.jpg' and a 'Browse' button, and 'Description' with the value 'Driver's License'. At the bottom right of the form are two buttons: a blue 'Create' button with a checkmark icon and a grey 'Close' button with an 'X' icon.

Remove a file in My Preferred Payment Type

Remove your uploaded voided check or Direct Deposit Authorization form in **My Preferred Payment Type** by clicking the **Remove** button next to the document and delete. A box will pop up asking you to confirm the deletion.

The screenshot shows the 'Document Upload' section of a web portal. At the top, there is a blue button labeled '+ Add Document'. Below it is a table with the header 'DOCUMENT'. The table contains one row with a document icon and the text 'Voided Check'. To the right of the document icon is a trash can icon. A yellow arrow points from the trash can icon to a confirmation dialog box. The dialog box has a large orange exclamation mark icon at the top, followed by the title 'Voided Check' and the text 'Are you sure you would like to remove this Document?'. At the bottom of the dialog box are two buttons: a blue 'Remove' button and a grey 'Cancel' button.

(4) My Tax Information

Because this one-time bonus is over \$600 and considered income, you will need to provide a signed and completed W-9 form. Download the W-9 form from the official IRS website at <https://www.irs.gov/forms-pubs/about-form-w-9>.

If you receive the Delaware Child Care Bonus, you can expect to receive a 1099 from the WELS Foundation by January 31, 2024 that you will use when you file taxes and claim the bonus as part of your income. You will receive an email when the 1099 is available for you to view and download in your Professional Portal. It is important that you remember your username and be prepared to log in to view the 1099 at the start of 2024.

Recipients of the bonus are responsible for reporting and paying any personal income taxes due.

If you received the bonus in 2022, confirm that the signed and completed W-9 form is still accurate. You will also need to confirm your social security number (SSN) if you file taxes as an individual or your Employer Identification Number (EIN) if you own a licensed child care center or family child care home.

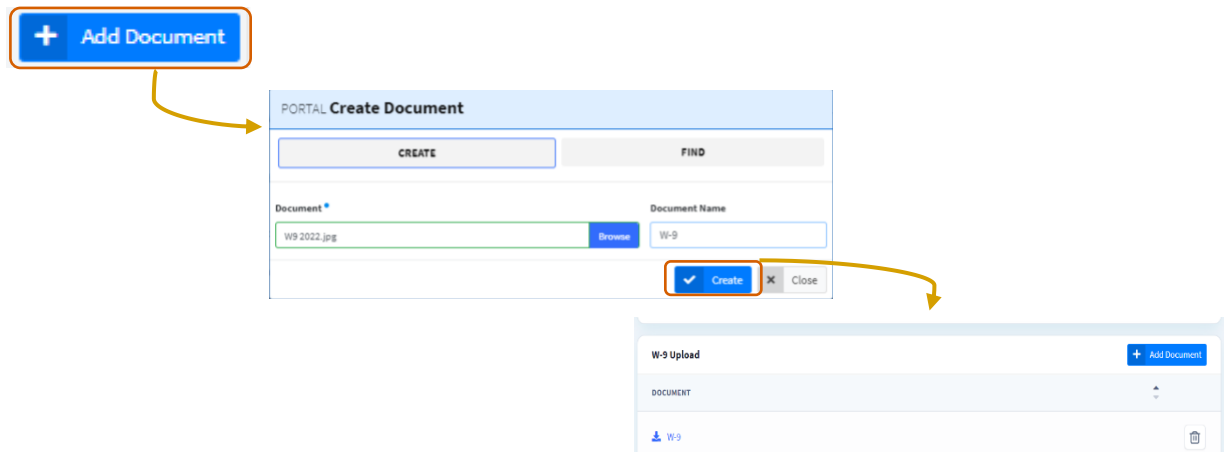
If you are applying for the first time, let us know under **Tax Classification** whether you will be classified as:

- *Personal* (you are filing your taxes as an individual) and enter your full name and Social Security Number (SSN);
- OR**
- *Business* (you own a licensed child care center or family child care home) and enter your full business name and your Employer Identification Number (EIN).

Then, you will need to upload your signed and completed W-9 form so your tax information can be verified.

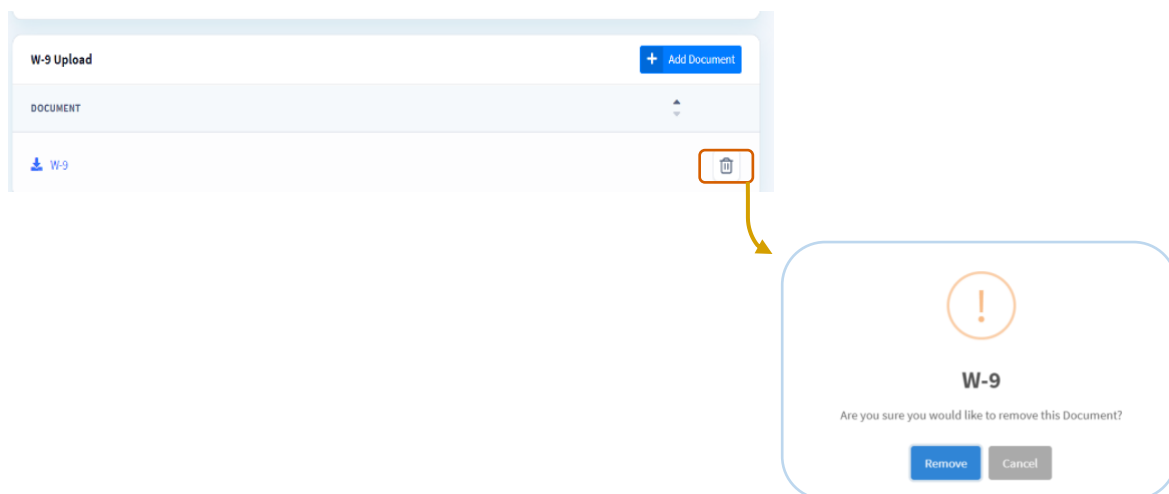
Add a W-9 in My Tax Information

Add your W-9 form by clicking **Add Document** and upload the file. Choose the file from your computer. Name your document in *Description* and then click **Create**.



Remove a W-9 in My Tax Information

Remove your uploaded W-9 form in **My Tax Information** by clicking the **Remove** button next to the document and delete. A box will pop up asking you to confirm the deletion.



(5) Agreement

When your application has been filled out and you have provided all the documents needed to verify your information, you will need to agree to the terms of this application and sign electronically.

I attest that by adding my electronic signature that all information I have submitted is accurate and true.

Agree to the Terms*

Yes


Write Signature Draw Signature

Signature*

Enter Signature X

Signature is required.

Update Signature



Confirm Cancel

Read the terms. Click “yes” to agree to the terms.

Then, click **Write Signature** and type your name in the **Signature** box or click **Draw Signature** and use the mouse to draw your signature in the box provided.

Click **Next** to save before you review and submit your application.

Review and Submit your Application

Review the information that you provided in each section of the application and make sure that it is all accurate and can be verified. This includes uploading any missing documentation.

My Identification [Click here to update.](#)

Missing Address Validation.

86%

✓ My Employment

Congratulations, you have completed all of the requirements for this section.

100%

My Preferred Payment Type [Click here to update.](#)

Account Type is required.

Missing Required Document Upload.

67%

✓ My Tax Information

Congratulations, you have completed all of the requirements for this section.

100%

✓ Agreement

Congratulations, you have completed all of the requirements for this section.

100%

← Previous **Submit** ✓

The review and submit page will show in red any information that you are missing in your application. Click the link **Click here to update** to return to any sections where information is missing and add that information.

Once you are sure that the information you have provided is complete and accurate, click **Submit** to complete your Delaware Child Care Bonus Application.

After submission, you will not be able to make any changes to the information you shared unless requested in the verification process.

What to do if you receive an email requesting more information?

If for any reason the documentation you uploaded cannot be verified, you will receive an email letting you know more information is needed to verify and approve your application.

Sign in to your Professional Portal account and go to the *My Delaware Child Care Bonus Application* to see the message specifying whether the document was:

- An unreadable or blurry picture;
- Not on the approved list (e.g., not a government-issued ID);
- Not an accepted form of documentation;
- Is missing information or needs corrections for approval; or
- If additional documentation is requested.

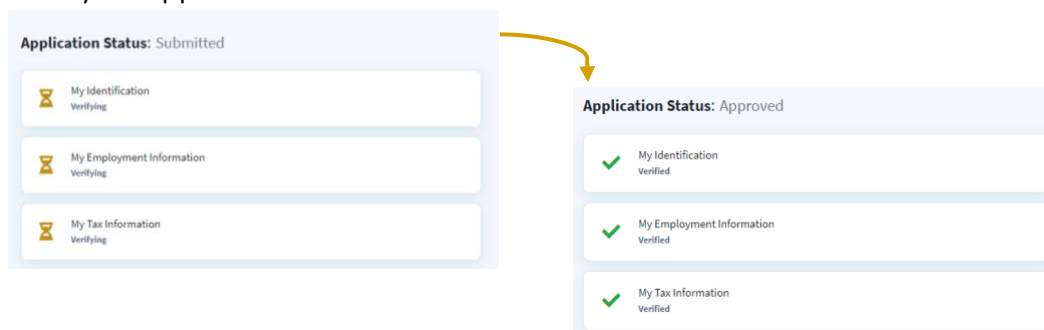
Update the information in the corresponding section, and then make sure to resubmit.

You have five (5) calendar days to fix any information before your application is closed.

If you need help, send an email to delawareece@welsfoundation.org or call (302) 549-4212 for Help Desk support. Hours are Monday – Friday, 7am to 7pm.

Check your Application Status

Check the status of each section on the first page of the application tab after you have submitted your application.



Submitted means that your application has been received and will be reviewed.

Verifying means that your information is currently being looked over as it goes through the verification process.

Verified means that documentation you uploaded was determined to be valid and is now being reviewed for final approval.

When all your documentation is verified and approved, your application status is *Approved*.

Tracking your Payment Status

You will receive an email notification when your payment has been issued via Direct Deposit (ACH) payment issued or when your check has been mailed.

Receiving your 1099 from WELS

This bonus is considered taxable income since it is over the IRS's \$600 limit for the calendar year. That is why you were required to submit a W-9 in order to receive your bonus.

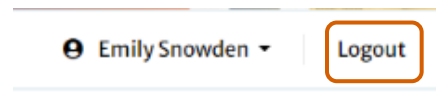
If you received a \$1,000 Delaware Child Care Bonus in 2022, your 1099 form from WELS is now available for download in the Professional Portal in the **Tax Documents** section of your Dashboard.

If you receive a \$700 Delaware Child Care Bonus in 2023, you will receive your 1099-MISC form by January 31, 2024. When your 1099 form is available, you will receive both a text message and an email notifying you that the form is available for download.

All recipients are responsible for reporting and paying any personal income taxes due.

Sign Out

In order to sign out of your account, click **Log Out** in the top right corner next to your name.



This will sign you out of your account and take you back to the Delaware Early Childhood Professional Portal Log In page.